

Village of Sackets Harbor Planning Board  
January 20, 2016  
Regular Meeting  
112 N. Broad St.  
Sackets Harbor, NY 13685

The meeting was called to order by Chairwoman Janet Quinn with the reciting of the Pledge of Allegiance. Members present by roll call: Janet Quinn, Tom Dyckes, Frank Reynolds, James Bray, and Merle Tousant. A quorum was established.

Chair Quinn called the meeting to order at 7:00 pm and welcomed the new Board Member Frank Reynolds.

**Minutes of Prior Meeting:**

Minutes of the December 16, 2015 meeting were approved as written in a motion by Tom Dyckes, seconded by James Bray.

**Report to the Village Board:**

Copies of the report given to the Village Board were given to the Planning Board Members. A copy is included in these minutes.

**Old Business:**

**15-01 Fort Pike Commons, 133 General Grant Circle** – Applicant has proposed installation of a wooden security fence and roofing between three storage buildings. The project is in the Historic Overlay District, requires site plan review and a public hearing has been held. We are still waiting for design information or notice of an off-site storage option. It was reported that the heat pump covers that had been approved were not being used, but a variety of other options were being tried. Chair Quinn will write a letter to Mr. Jessee expressing the board's concern.

**15-34 Sophia O'Sullivan (Johnson) 104 General Smith Drive** – Applicant proposes removal of trees and rock wall fence (maintenance) with fence reconstruction on the same footprint, as well as adding a driveway. Project is in the Historic Overlay District, The National Register District and requires site plan and Historic Review. There has been no information on any updates.

**15-40 Dana Casey, Funny Cide Dr.** – Applicant proposes construction of a house on an existing foundation in a PDD and requires a site plan review. Application materials have been submitted and a public hearing has been held. Ms. Casey still does not have a way to resolve the drainage issues on the property and construction cannot begin without it.

**15-61 John Kent, Administrative Management Systems, Inc., 205-207 West Main St.** – Applicant requested approval for a “Change in Use” from Commercial Retail to Private Office. At the December 2015 meeting the applicant was granted conditional site plan approval, provided that the Village Board grant relief from the parking requirements, as provided for in the current zoning law. This was granted at the Village Board meeting on January 12, 2016 so the zoning permit can be issued.

**New Business:**

**16-01 Karyn Mintz, 201 East Main St.** Applicant proposes replacing aluminum exterior storm windows with removable wood frame windows. Project is located in the Village Residential zoning district, The Historic Overlay and the National Register District. Site plan and historic review is required. A public hearing has been scheduled for today.

James Bray made a motion to accept the materials in the application, seconded by Merle Tousant. (5 Ayes, 0 Nays)

It is a Type I action, a SEQR form parts II and III were reviewed by Chair Janet Quinn. The Board determined that the project would have no significant adverse impact on the environment in a motion made by James Bray and seconded by Tom Dyckes. (5 Ayes, 0 Nays)

The application was declared complete in a motion made by Tom Dyckes and seconded by Merle Tousant. (5 Ayes, 0 Nays)

The public hearing was opened at 7:12 pm. The only comment was made by John Kent, 205-207 West Main St., who supported the project. The public hearing was closed by a motion made by Tom Dyckes, seconded by Merle Tousant. (5 Ayes, 0 Nays)

A motion to approve the application for the removal of the aluminum storm windows and the replacement by wood frame windows was made by Janet Quinn and seconded by James Bray. (5 Ayes, 0 Nays)

**16-02 John Kent, for Administrative Management Systems, Inc, 205-207 West Main St.** Applicant requests Site Plan approval for Exterior Alterations to the structure, by adding five windows, two on the West side and three on the East side. The project is in the Village Center Zoning District, the Historic Preservation Overlay and the National Register Districts. Application materials have been submitted and a public hearing has been scheduled for today.

Merle Tousant made a motion to accept the materials in the application, seconded by Frank Reynolds. (5 Ayes, 0 Nays)

The windows proposed would be casement windows, which would match some of the upper windows.

It is a Type I action, a SEQR form parts II and III were reviewed by Chair Janet Quinn. The Board determined that the project would have no significant adverse impact on the environment in a motion made by Tom Dyckes and seconded by James Bray. (5 Ayes, 0 Nays)

The application was declared complete in a motion made by Tom Dyckes and seconded by Frank Reynolds. (5 Ayes, 0 Nays)

The public hearing was opened at 7:20 pm. The only comment was made by Karyn Mintz, 201 E. Main

St., who supported the project. The public hearing was closed by a motion made by Tom Dyckes, seconded by James Bray. (5 Ayes, 0 Nays)

A motion to approve the window configuration and materials as presented was made by Merle Tousant, seconded by Tom Dyckes. (5 Ayes, 0 Nays)

**Board Discussion:**

The Tug Hill Commission training sessions on Local Government being held at Jefferson Community College on March 31 were discussed.

There was some community concern about the piles of soil on the Zumbach property on Main St. It was noted that the field is going to be used for growing corn and the plan meets or exceeds the plan approved by the USDA.

Alice Holman, 501 W. Washington St. had inquired about the need for an archeology study on her property next to The Sackets Harbor Battlefield if they planned to build on it. She was referred to Connie Barone at the State Site.

A motion to adjourn the meeting was made by James Bray and seconded by Merle Tousant. (5 Ayes, 0 Nays)

Minutes respectfully submitted,

Peggy Kelly

Planning Board Secretary

- **Contact information:**

- Email is [jquinn733@gmail.com](mailto:jquinn733@gmail.com) and telephone is 783-4187

1. **At the December meeting we held a public hearing and reviewed the following project:**

- **John Kent, Justin Wood, 2015-207 West Main Street – “Change in Use” site plan review. The project was granted approval, with the condition that Mr. Kent obtain relief from the Village Board, as provided by the Village zoning law. The planning board recommendation is attached for your consideration.**

2. **Other projects were briefly discussed, each still requiring additional information from the applicants:**

- **Dana Casey, Funny Cide Drive – proposes construction of a residence on an existing foundation. Storm water drainage concerns are under review and discussion, with assistance from Lonny Reinhardt and Kris Dimmick. The Board has stated that drainage concerns need to be resolved prior to site plan approval. No new information provided.**
- **Fort Pike Commons, 133 General Grant - Applicant has proposed installation of roofing between three storage buildings. The project is in the Historic Overlay District, requires site plan review, and a public hearing has been held. No new information provided.**
- **Sophia O’Sullivan 104 General Smith Drive-Applicant proposes construction of a house on an existing foundation in a PDD, and requires site plan review. Application materials have been submitted and a public hearing has been held. The applicant needs to resolve drainage issues before an approval could be granted.**

3. **The board welcomes new planning board member Frank Reynolds, who will attend his first meeting next week.**

4. **At the January meeting we will review application materials submitted by Karyn Mintz for storm window replacement on her East Main Street home.**

**TO: Sackets Harbor Mayor and Village Board**

**FROM: Janet Quinn and Planning Board**

**DATE: December 20, 2015**

**RE: John Kent request for Change in Use**

At the December 16<sup>th</sup> planning board meeting the planning board reviewed the John Kent application for “change in use” for the first floor of the building located at 205-207 West Main Street.

Mr. Kent has operated his engineering consulting firm above the Watertown Savings Bank for 15 years, and recently purchased the West Main Street building to relocate his offices. Mr. Corbin determined this move and change in use from retail to office space should be reviewed, due to provisions in our zoning law. The Sections of the law that pertain to this include:

- Article III Use Regulations (page 5)
- D. Change of Use (page 7)
- Section 8-6 Site Plan Review (page 60)
- Section 4-6 Parking
  - B. Required Spaces (page 23)
  - E. Parking Requirements (page 24)
  - F. Relief from Parking Requirements (page 25)

The application materials are available for your review at the Village Office. It seems the law would require 8 parking for his offices and 4 parking spaces for the two residential units upstairs. The property has parking for 6 cars, accessed through the municipal lot on Main Street. As the law reads, Mr. Kent cannot comply with the required number of spaces, and therefore needs relief as outlined on page 25.

The planning board reviewed the application materials as presented by Mr. Kent and his attorney, Robert Bogdan. We conducted our SEQR review and determined there is no significant negative impact on the environment. We held a public hearing and heard from Cheryl Payne, business owner and member of the Chamber of Commerce, supporting this application. She believes office space is an excellent use of the first floor of this building, and that employee parking will not have a negative impact on the downtown business community. We heard no comments opposing this change in use.

The planning board granted site plan approval, with the condition that Mr. Kent obtain from the Village Board, as required by the zoning law. Our reasons for granting this approval are as follows:

- Mr. Kent's business currently exists in the Village Core Zoning District;
- The proposed use is a viable economic use of this structure, which most recently has had unsuccessful commercial uses;
- The use will not create *significant* new demands for parking due to the hours of operation for Mr. Kent's office;
- No businesses have objected to this proposal and one business owner voiced support;
- Any other business that changes use in our Village Core will also likely need relief from these parking requirements;
- This section of our zoning law may need further scrutiny as we continue adjusting to our "new" zoning law.

We recommend this project be granted the relief necessary, so Mr. Kent is able to continue with his business, which is a positive economic influence in our community.